

Calendar

The calendar has many functions that a court may utilize.

- Display details for a jurist or courtroom schedule
- Generate printed calendars
- Notice parties
- Reschedule hearings
- Jurist reassignment

STARR37 UCKUPVK UCSGEN
 PMT Month @ a Glance 7/15/03
 Next: ____ Case: ____ Court: P 13 13 Crt: Y Adm: Y Rev: Y Per: Y
 Professional: J 21169 Judge SUPINA, GERALD J.,

S	M	T	W	T	F	S
		1 1	2 2	3	4 1	5
6	7	8	9	10	11	12 2
13	14 4	15 2	16	17	18	19
20 1	21	22	23	24	25	26
27	28	29	30	31		

F3=Exit F4=Dtl F6=Create F14=Prev F15=Nxt F16=Calc F19=Rpt F20=Gbl Reas

Connected to remote server/host OSMLANS using port 23

SCAO\1N65QL5 on Ne03:

Start Novell Gro... A B C QuarkXPre... WordPerfe... 1:11 PM

Enter "CAL" at the next action line to access the calendar.

Enter Professional type and number. Press **<ENTER>**

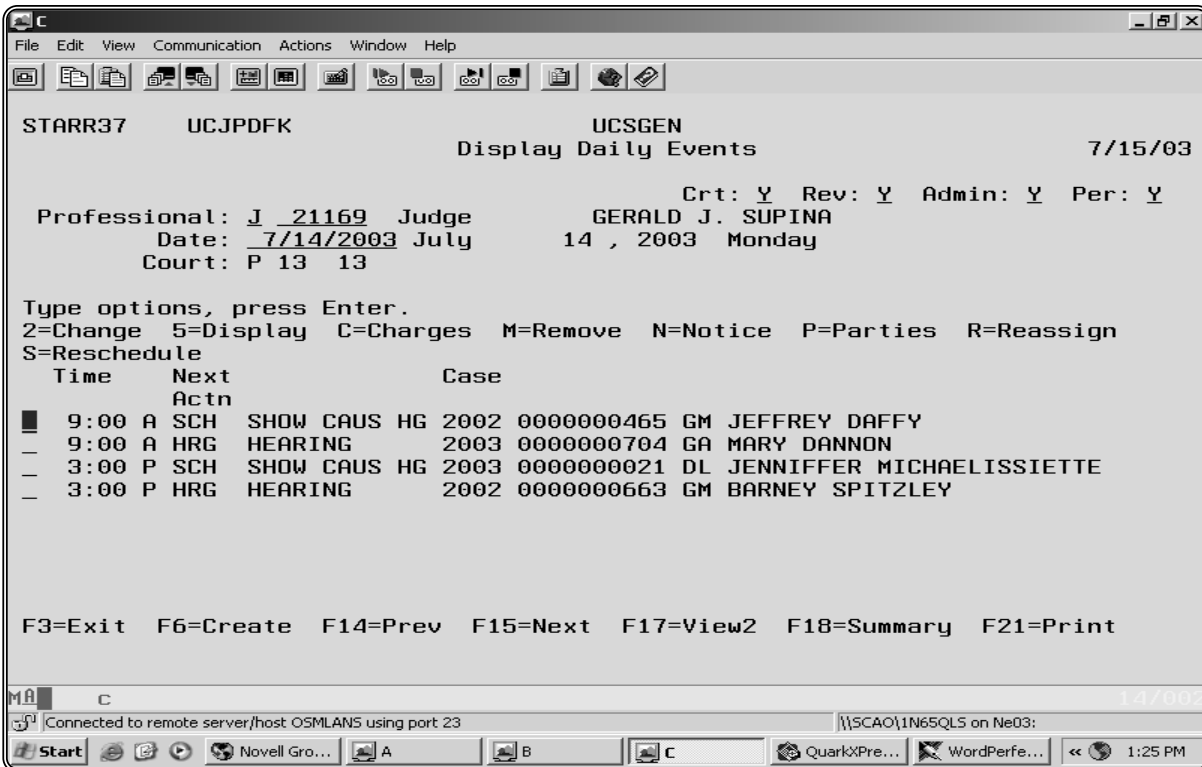
Number of events/hearings scheduled for each date will be displayed

Functions keys assist in accessing details, scheduling/creating a hearing, generating calendar reports

May restrict calendar to only display/print specific activities, such as Court, Administrative, Review and or Personal

Calendar Detail

To view the details for a specific day on the calendar, position the cursor on the date and press **<F4>**.



Options available for working with calendar detail are:

- | | |
|---------------------|---|
| 2 Change | Change courtroom assignment, hearing type or add comments |
| 5 Display | Display case event information |
| C Charge | Display charges on the case |
| M Remove | Remove (delete) the scheduled event from the calendar |
| N Notice | Create a notices from the calendar screen |
| P Parties | Display parties on a case |
| R Reassign | Reassign a scheduled hearing for a case to another jurist |
| S Reschedule | Reschedule hearing date or time. |

Note: A modification of any calendar detail will automatically modify the previous event and create a new event in the Register of Actions.

Example: SET NEXT DATE: HRG 07/15/2003 09:00 AM SUPINA COURTROOM: 1
RESCHED TO 07/15/2003 @ 1200A

Calendar Report

The Calendar Report gives a court flexibility for creating calendars that may need to be utilized by a variety of users.

MAIN MENU

Next: CRP Case: _____ Court: E 37 13

CRP at the next transaction line

STARR37 UCNLPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD806
Calendar Report Generator 7/15/03

Next: _____ Case: _____ Court: E 37 13

From: 7/01/2003 At: 8:00 A
Thru: 7/07/2003 At: 5:00 P

Generate by Courtroom or Jurist: J (J/C)
Courtroom: _____ Leave blank for all
Or - Jurist: J 15983 Leave blank for all KINGSLEY, JAMES C.,
For Courts: _____ Leave Blank for All
Prt Parties: Y Prt Charges: _____ Prt Cal Cmt: _____

Categories
Crt: Y Rev: Y Adm: N Per: N
Paper Size: S S=Standard (8x11) W=Wide (11x14)
Nbr of Blank Lines: 1 (1-9) Print Only
Nbr of Copies: 1 (1-9) Print Only
Public List: Y (Y/N)
Print CTN# instead of XREF#: N (11x14 only)

F3=Exit F10=Name F13=Cmnds F16=Calc F21=Print

Enter a specific date or enter date range

Select calendar by jurist/professional or courtroom

Identify specific courtroom or jurist or leave blank for all

Prt Parties, Charges, or Cal Cmts - Y will include parties names, criminal charges, or next action comments on the calendar

Categories

- Crt Include scheduled next actions of all court hearings
- Rev Include scheduled next actions of File Review "FRV"
- Adm Include scheduled next actions of Calendar Administrative "ADMC"
- Per Include scheduled next actions of Calendar Personal "PERC"

Press **<ENTER>** to display the calendar

or

Press **<SHIFT> + <F9> <F21>** to print calendar